

SECRET

PROPOSED PROCEDURE FOR SEPARATION FOR ADMINISTRATIVE REASONS

Individual Entitled to GSI Appeal

1. Supervisor initiates charges and recommends termination.
2. Director of Personnel reviews for sufficiency and adequacy and determines under which authority final decision should be made.
3. Supervisor prefers charges.
4. Employee has opportunity to request hearing in reply to charges.
5. Hearing, if requested, before Advisory Committee appointed by Director of Personnel.
6. Consideration of employee's reply and of recommendation of Advisory Committee with decision by Director of Personnel.
7. DS/S review of record and referral to Special EEO or recommendation to DGI to terminate under EEO(c).
8. Action by DGI.
9. Appeal, if any, to DGI.

Individual Not Entitled to GSI Appeal

6. Consideration of employee's reply and of recommendation of Advisory Committee, with decision and action by the Director of Personnel.
7. Appeal, if any, to DGI.

SECRET

SUBJECT: Termination of Agency Employees

ORIGINATING OFFICE:

25X1A9a

151 [REDACTED]
Acting Director of Personnel

20 Apr 56
Date

Distribution:

GA1 - D/Para w/attachments

2 - EA

1 - IE

2 - DE/5 ✓ *Chow & subject*

1 - General Counsel

1 - D/Sec

1 - D/Para Stayback